

24. MANAGEMENT OF SPECIALLY QUALIFIED SCIENTIFIC PERSONNEL

a. GENERAL. This paragraph prescribes the policy and responsibilities pertaining to the Agency's personnel management and pay system for specially qualified personnel assigned to selected scientific positions associated with high priority national intelligence requirements.

b. POLICY. It is Agency policy to attract, motivate, and retain competent scientific personnel. The provisions of a management and pay system providing for a Scientific Pay Schedule (SPS) and specially designated SPS positions are applicable to a small percentage of these personnel. SPS employees are specialists in the physical, biological, medical, or engineering sciences, and occupy one of the following ^{CATEGORIES OF} SPS positions:

- (1) Scientific advisor to the managers of organizations that engage in either (a) exploratory research toward the discovery of new concepts, phenomena, and theories that provide the genesis of new technologies applicable to the intelligence process, (b) ^{building of} applying new technological advances in the design, development, and fabrication of prototype hardware and software systems, equipment, devices, and techniques for intelligence purposes, or (c) ^{sub}analyzing, ^{evaluating} evaluating, and ^{production of} producing foreign scientific intelligence ^{responsive to high} priority national intelligence requirements and to the shaping of United States foreign policy.

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- (2) Team leader, project manager, or first line supervisor responsible for the technical management of research projects within the framework of an office-wide research program *as characterized in b(1) above.*
- (3) Combined position of advisor and technical manager with responsibilities for major scientific programs.
- c. DESIGNATION OF SPS POSITIONS. Each SPS position will be designated on organizational staffing complements by the title and occupational code used for comparable General Schedule (GS) positions, with the prefix "SPS" but excluding the GS grade level equivalent; e.g., Physicist SPS-1310.04-00.
- d. PAY RATES. The pay range for SPS personnel will be from the minimum rate for GS-16 to the highest rate for GS-18. Pay steps within the Scientific Pay Schedule will be equated with pay steps for GS-16 through GS-18 as indicated below:

<u>Scientific Pay Schedule</u>	<u>General Schedule</u>
Steps 1 through 4	GS-16, Steps 1 through 4
Steps 5 through 8	GS-17, Steps 1 through 4
Step 9	GS-18

- Pay applicable to SPS pay *rate steps* will be adjusted automatically when there are changes in the corresponding GS pay steps.
- e. QUALIFICATION REQUIREMENTS FOR SPS POSITIONS. Individuals considered for SPS positions must have had broad and significant experience in the major scientific field related to these positions. Such

experience may have been obtained in Government, private industry, academic institutions, ^{and} professional societies or organizations, ^{and} ~~the individual~~ ^{must} ~~possess a comprehensive knowledge of administering~~ ^{provide} scientific programs, ~~and~~ ^{conducting} research, or consultation of a very high order in the specialized branch of the scientific field.

✓ ~~Additional~~ ^{candidate} factors to be considered for assignment to an SPS position are academic background, publications of the ~~applicant~~ ^{candidate}, activities in professional societies, general reputation in the scientific field, and present salary.

f. RESPONSIBILITIES

(1) The Director of Central Intelligence is responsible for:

- (a) Establishing SPS position ceilings for the Agency and for each directorate within the overall Agency staff manpower ceiling authorized each fiscal year by the Congress and the Office of Management and Budget.
- (b) Authorizing increases in the Agency ceiling for SPS positions with the approval of the Office of Management and Budget.
- (c) Approving the establishment of SPS positions within the authorized ceiling.
- (d) Approving appointments to personnel to SPS status and the reassignment of SPS personnel between directorates.
- (e) Approving promotions from SPS step 4 to step 5 (equivalent to GS-16/4 and GS-17/1) and from step 8 to step 9 (equivalent to GS-17/4 and GS-18/1).

g. RESPONSIBILITIES OF DEPUTY DIRECTORS. Deputy Directors will

- (1) recommend to the Comptroller estimates of SPS positions and personnel required for their respective areas as a part of budget submissions and, when necessary, recommend any revision thereto;
- (2) recommend appointments to SPS status with desired salary rates, through the Director of Personnel, to the Director of Central Intelligence for approval;
- (3) recommend promotions from SPS step 4 to step 5 and from step 8 to step 9, through the Director of Personnel, to the Director of Central Intelligence for approval;
- (4) recommend promotions to SPS steps 2 through 4 and 6 through 8 and submit to the Director of Personnel for approval and processing;
- (5) submit SPS vacancy reports and SPS personnel reassignment proposals to the CIA Supergrade Review Panel [REDACTED];
- (6) take effective action to attract, motivate and retain competent scientific personnel.

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h. RESPONSIBILITIES OF THE DIRECTOR OF PERSONNEL. The Director of Personnel will

- (1) determine that proposals for SPS positions included in staffing complements [REDACTED] are consistent with the mission and functions of an activity and require personnel with special scientific qualifications of a level embraced by the salary structure of the Scientific Pay Schedule;

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- (2) assist Deputy Directors in the recruitment and internal selection of qualified personnel to fill SPS positions;
 - (3) document and evaluate the qualifications of proposed SPS assignees and SPS candidates for promotion in coordination with the appropriate Deputy Director;
 - (4) determine appropriate individual pay rates, placing emphasis on the qualifications and capabilities of the individual as they relate to the scope and responsibility of duties to be performed;
 - (5) ensure that the Directorate SPS ceilings are not exceeded;
 - (6) establish SPS positions on staffing complements upon approval of the Director of Central Intelligence;
 - (7) recommend action to the Director of Central Intelligence on all appointments and promotions of SPS personnel from SPS step 4 to step 5 and from step 8 to step 9;
 - (8) approve promotions to SPS steps 2 through 4 and steps 6 through 8, submitted by Deputy Directors, and process appropriate actions;
 - (9) approve intra-Directorate transfers and deletions of SPS positions, and recommend action on inter-Directorate transfers of SPS positions to the DCI through the Comptroller.
- i. RESPONSIBILITIES OF THE COMPTROLLER. The Comptroller will
- (1) review, program and budget submission estimates of scientific personnel requirements to determine consistency with approved Agency missions, programs, overall personnel ceilings and budget considerations, and in consonance with the Director of Personnel

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forward recommendations to the DCI for increases in ceiling for scientific personnel which would be in excess of the Agency SPS ceiling;

- (2) review requests for reallocation of SPS ceiling between Directorates and forward such requests with his recommendation to the DCI.

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